

ANDOVER PLANNING BOARD

APPLICATION FOR SPECIAL PERMIT FOR MAJOR NON-RESIDENTIAL PROJECT

(Section 9.4.8. of the Andover Zoning Bylaw)

****NOTE:** Applicants are encouraged to discuss the proposed project with a staff person from the Planning Department prior to completing this application.

1. Applicant(s)Name:_____
- Mailing Address:_____ Telephone:_____
2. Record Owner(s)Name:_____
- Mailing Address:_____ Telephone:_____
3. Interest in Property:_____ Owner:_____ Lease:_____ Other_____
- (describe): _____
4. Name of Applicant's Engineer:_____
- Mailing Address:_____ Telephone:_____
5. Application is hereby made for a Special Permit under Section 9.4.8. of the Andover Zoning Bylaw for the following (check as appropriate):
 - a. a proposal to increase the gross floor area of an existing building by more than two thousand square feet.
 - b. a proposal to construct a building or buildings in excess of ten thousand gross square feet.
 - c. a proposal to alter, renovate, reconstruct or redevelop more than forty percent (40%) of the gross floor area of an existing building, when there is a change of use.
 - d. Modification of Special Permit No._____

6. Parcel Information:

- a. Site Address: _____
Assessors Map _____ Lot(s): _____
Deed recorded in North Essex Registry of Deeds in Book _____ Page _____
- b. Lot size: _____ Zoning: _____
- c. Size of existing building: _____ stories: _____ sq.ft./floor: _____ heigh: _____
Total gross floor area: _____ sq. ft.

7. Description of proposal: (USE ADDITIONAL SHEET, IF NECESSARY) Please refer to description of Special Permit procedure at the end of this application.

- a. Proposed Use(s): _____
- b. Proposed building: _____ stories _____ sq. ft./floor _____ height
Total gross floor area: _____ sq. ft. Total building coverage: _____ sq. ft.
Total coverage of impervious surface : _____ sq. ft.
- c. Parking calculations: (see Section 5.1.4. of the Andover Zoning Bylaw) _____

****NOTE:** The required number of parking spaces on a lot may be reduced if it can be shown that the parking needs for the uses are such that a lower total will serve all uses adequately. Application for "Reduction of Number of Parking Spaces Required" should be completed and appended to this application.

- d. Analysis of existing conditions on site: _____

- e. Description of open area(s), such as landscaped areas, natural areas, recreation areas, and walkways: _____

- f. Plan for maintenance of open space, waste disposal, roadways, etc.: _____

g. Description of neighborhood in which site is located; and projected impacts of the proposed development on this area:_____

h. Description of how the design utilizes the natural terrain:_____

8. Special Permit Procedure:

(1) Filing of the Application: Twelve (12) copies of this application for a Special Permit shall be filed with the Planning Board.

(2) Contents of the application (please check off items completed):

*NOTE: Those items not applicable to the proposed project shall be noted as "NA" below.

a. A site plan, prepared by a registered professional architect, registered civil engineer or a professional landscape architect, drawn at a scale of one inch equals forty (40) feet, containing the following information:

1. Date;
2. North arrow;
3. Name and address of owner;
4. Name and address of designer;
5. Locus plan;
6. Lot lines and setbacks;
7. Adjacent streets and ways;
8. Owner and use of abutting lots;
9. Zoning district boundaries;
10. Wetlands and wetlands buffers, as shown on maps entitled "Wetlands Areas of Andover, Massachusetts" available from the Andover Conservation Commission;
11. All existing and proposed topography at two-foot intervals;
12. All test boring sites, keyed to accompanying documentation of results;

13. All existing and proposed buildings, structures, parking and loading areas (with dimensional notations), driveways, walkways, signs, fences, and refuse collection areas;
 14. All existing structures and/or pavement to be removed or demolished;
 15. All utilities, including waterline locations, sewer line locations and profiles, and storm drainage systems;
 16. All areas designated as easements, conservation restriction area, or Open Space.
 17. For Special Permit only, elevation of building exterior.
- b. A separate plan drawn at the same scale, showing landscaping and lighting details.
 - c. A written statement detailing the size of the lot, the proposed use, parking calculations, building footprint coverage, and calculations of volume of earth to be moved and removed.
 - d. Attach a list of all abutters, owners of land directly opposite on any public or private street or way, and owners of land within 300 feet of the property perimeter, all as they appear on the most recent tax list.
 - e. Filing fees pursuant to the Rules Governing Special Permits.
- (3) Staff Review: An interdepartmental review shall be conducted by staff of Planning, Conservation, Health, Public Works, Building, Police and Fire. Comments from the staff meeting shall be submitted in writing to the Planning Board.
 - (4) Public Hearing: The Planning Board shall hold a Public Hearing within sixty-five (65) days after the filing of this application. Notice of the Public Hearing shall be given by newspaper publication and posting and by first class mailings to "parties of interest" as defined in M.G.L. Chapter 40A, Section 11.
 - (5) Modifications to Plan/Requests for additional data: The Board may vote, upon the written request of the applicant, a **Withdrawal Without Prejudice** if significant design revisions are proposed or if the Board requests major amounts of additional data as provided for by Section 9.4.8. of the Zoning By-law.
 - (6) Special Permit Criteria: The Board may grant a Special permit if it finds all of the following:
 - (a) That the design standards and review criteria in this section have been met;
 - (b) The provisions for parking and vehicular circulation on the site and access onto adjacent roadways will promote safe traffic control and flow;

- (c) The provision for landscaping and screening will provide an adequate buffer for adjoining properties and will minimize the impact of the proposed uses and parking areas, and the effect of the bulk and height of buildings and structures;
 - (d) Any provision for pedestrian ways will provide safe and convenient access on-site with linkage to adjacent pedestrian areas;
 - (e) The project will provide for adequate drainage, water and sewer facilities with sufficient capacity to serve the planned development.
- (7) Conditions: In granting Special Permit approval, the Planning Board may impose reasonable conditions and safeguards which may include, but shall not be limited to, the following:
- (a) Requirements for reasonable off-site improvements to offset the impacts on the capacity and safety of adjacent roadways and intersections, and the capacity of the water, sewer, and drainage systems affected by the proposed development;
 - (b) Conditions to minimize impacts on environmental quality;
 - (c) Requirements on the site design of the planned development to ensure compatibility with existing structures and neighboring properties;
 - (d) Controls on the location and type of vehicular and pedestrian access.
- (8) Decision: The Planning Board decision and any extension, modification or renewal, shall be filed with the Board, the applicant and the Town Clerk within ninety (90) days following the close of the Public Hearing.

* * * * *

I understand and agree to comply with the requirements of the Andover Planning Board's Rules Governing Special Permits.

Signature of Record Owner

Signature of Application

Print Name

Print Name

Date

Date

OFFICE USE ONLY:

Date of Submission: _____

IDR Meeting Date: _____

Planning Board Review: _____
(revised 7-01)